



美中友好志愿者

U.S. – China Friendship Volunteers

The United States-China Friendship Volunteers (Peace Corps China), in cooperation with Sichuan University is seeking to fill the following position in Chengdu.

Financial Assistant (FA) 财务助理

Qualifications

- University degree in Accountancy, Business Administration or comparable degree.
- At least three years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration.
- Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources.
- Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint required.
- Fluency in both oral and written English and Mandarin Chinese.
- Ability to work in a busy office while remaining flexible and professional.
- Ability to handle multiple tasks efficiently.
- Experience working with Americans or other westerners preferred.

Job Description:

Under the supervision of the Director of Management and Operations (DMO), the Financial Assistant manages accounting & financial operation through close coordination with other sections to support Post operations, responsible for financial management such as Post Annual Budget formulation (Post Operating Plan), performs Mid-Year review of Post Funds, manages Post financial spending plan during Year End process, performs various financial analyses to support senior officers and key staff in order to facilitate informed decision making, authorized Contracting Officer, designated as Alternate Class B Cashier, coordinates budget implementation for Trainee and Volunteer training events, monitoring and control, provides advice and counsel to Peace Corps staff members and Volunteers regarding financial matters. Coordinates work with the Administrative Assistant – Finance position which provides volunteer support, performs duties of Billing Officer. Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes. Coordinates human resource management for local staff; manages recruitment process, documents hiring, coordinates post-acceptance tasks and documentation. Keeps abreast of local compensation plan. Coordinates with PC/Washington and various U.S. Embassy units. Serves as Acting Director of Management and Operations (DMO) during the DMO absence.

Budgeting Duties

- Coordinates and prepares cross-functional formulation of Peace Corps Annual Operating Budget
- Prepares mid-year/periodic reviews/year-end budget review through in-depth financial analyses and cross-functional coordination; recommends reprogram of funds and development of unfunded requests.
- Provides on-going budget evaluation and analysis and makes recommendations for effective budget management
- Works with all office units in developing and tracking budgets and reviewing expenditures.
- Assists in designing and developing project budgets



美中友好志愿者

U.S. – China Friendship Volunteers

Finance and Accounting Duties

- Coordinates the Administrative Assistant and any Administrative Unit interns by providing training, guidance and oversight of financial and administrative tasks.
- Position has delegated authority of financial and administrative approval at a level to be determined by the DMO; provides obligation and administrative approvals. Ensures appropriate internal control guidelines are in place and adhered to.
- Approves or creates obligations, purchase requisitions, payment vouchers (cashier and non-cashier) and travel vouchers in compliance with internal control guidelines.
- Manages all VICA functions in relation to Volunteer allowances, reimbursements, travel stipend payments, and regularly updates the database.
- Supports PC/Washington requests for financial data and periodic obligation review reporting.
- Serves as Alternate Cashier responsible for disbursement of funds in the absence of Cashier.
- Performs various financial analyses as requested by DMO as a tool for decision making.
- Reviews and proposes process improvement in the Financial and Administrative area.
- Works closely with PC Washington and the US Embassy in the conduct of job duties.

Human Resource Management Duties

- Manages recruitment, advertising, statement of work, applicant and interview process, and post-hiring tasks including contracting and orientation.
- Schedules all staff performance management tasks and documents per Peace Corps policy.
- Oversees local staff benefits in accordance with Post practice and US Embassy practice.
- Researches and provides advice to DMO on matters of Human Resources.
- Ensures that background checks are completed and updated as required.
- Assists DMO with maintaining files for local staff.

Volunteer Support Duties

- Provides general administrative and financial assistance to support Trainees/Volunteers.
- Assists the DMO in conducting analysis of annual Volunteer surveys and makes recommendations for changes.
- Conducts training sessions on administrative issues for Trainees and Volunteers periodically throughout the year.

Contracting Officer

- Authorized to execute, amend and terminate contracts, lease agreements, and other procurements as delegated from the Office of Contracts within the rules of the Peace Corps contracting handbook.
- Prepares all Personal Service Contracts for Post; manages the contracts and assists the DMO in maintaining the contracting files.
- Negotiates and prepares all leases; manages the leases and maintains the lease files.
- Negotiates and prepares all operational and training event contracts and agreements; manages the contracts and maintains the contracting files.



美中友好志愿者

U.S. – China Friendship Volunteers

Manages the receipt of goods and the schedule of payments on all contracts and agreements and initiates payment.

Application Requirements

Qualified persons must provide a cover letter and resume (curriculum vitae) in English and Chinese. The former describes qualifications and reasons for applying, and the latter should include the work and salary history and 3 professional references.

The deadline for receiving applications is **April 25th, 2015**.

Send application materials by email to jobs@cn.peacecorps.gov or by post to: Selection Committee, U.S.-China Friendship Volunteers, Sichuan University – Mail Box 278, Wang Jiang Road No. 29, Chengdu, Sichuan, 610064. 有意者发以下邮箱递交申请: jobs@cn.peacecorps.gov ; 或邮寄材料到: 四川成都望江路 29 号四川大学 278 信箱, 美中友好志愿者行政部, 邮编 610064。

Only the selected candidates will be contacted for an interview. 只有符合条件的申请人才会获得面试机会。